



**United States Consulate General
Sao Paulo, Brazil
Management Notice N°: 01
Date: January 06, 2014**

To: All Employees

Subject: Vacancy – Refrigeration Foreman

OPEN TO: All Interested Candidates
POSITION: Refrigeration Foreman – FSN-5; FP-9
OPENING DATE: Monday January 06, 2014
CLOSING DATE: Friday, January 17, 2014
WORK HOURS: Full-time; 40 hours/week
SALARY: Ordinarily Resident (OR): R\$ 34,036 annually. (Starting salary)
(Position Grade: FSN-5)
U.S. Citizens EFMs: US\$ 31,963 annually. (Starting salary) (Position Grade: FP-9)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Sao Paulo is seeking candidates for the position of Refrigeration Foreman to work in the Maintenance Section.

BASIC FUNCTION OF POSITION

The Heating, Ventilation, and Air Conditioning Foreman (HVAC Foreman) is a working foreman who personally performs highly skilled journeyman level HVAC work. As one of several working foremen on the maintenance team, the HVAC Foreman can act as a project foreman for any maintenance related project which may include work from any or all of construction trades.

MAJOR DUTIES AND RESPONSIBILITIES

- Performs Journeyman level HVAC work and oversees the work of other HVAC technicians in accordance with US and Brazilian HVAC codes. Inherent to the work of an HVAC professional is a working knowledge of single and three phase power wiring and electronic controls. Work includes the installation of air conditioners, refrigeration units, ventilation units, heating systems and all related electrical controls for all government owned and leased properties. Installs and directs the installation of

chillers, heaters, ventilators, air conditioning equipment and appliances. Must be able to properly select and define stocking and purchasing requirements for HVAC equipment, refrigeration gases, tools and components related to maintenance and installation activities. Must be able to select, install, and connect copper and PVC pipes and tubes on HVAC installations. Must be able to select and use lead-free / cadmium-free brazing materials, and asbestos-free gaskets, pipe sealant and insulation materials. Must survey the work site, create bill of material lists, and determine required tools and personnel to complete complex HVAC projects rapidly and efficiently.

- May act as a project foreman, distributing assignments and providing quality assurance, for any maintenance related project which can include work from any or all of the construction trades. Prepares scopes of work, conceptual designs, working sketches, and bills of materials for HVAC projects. Analyzes contractor bids and makes recommendations to the Facilities Manager and Maintenance Supervisor concerning technical merit, cost implications and contractor reliability and capability with regard to HVAC projects. Performs highly skilled, journeyman level predictive and preventive maintenance work on HVAC equipment.

- Trains other HVAC technicians and Consulate employees on HVAC installation techniques and practices in accordance with standard practices in compliance with US and Brazilian codes. Acts as the HVAC safety manager ensuring that proper safety equipment and safety practices are utilized to prevent falls, motor and pulley accidents and to eliminate safety hazards in accordance with SHEM practices. May drive maintenance vehicles to transport tools, equipment and materials to the job site. Acts as an occasional money holder, purchasing miscellaneous supplies to be used in maintenance projects. Assists other trades people in the department in performing any construction or maintenance task. Other duties as assigned.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

EDUCATION: Completion of secondary school is required. Training in the HVAC and electrical fields are required.

EXPERIENCE: Prior work experience, including industrial HVAC technician, one year of residential air-conditioning/refrigeration and experience directing the work of others.

LANGUAGE: Level IV (fluent) Portuguese in speaking/reading/writing is required.

KNOWLEDGE: Incumbent must have a thorough professional knowledge of the HVAC field including applicable Brazilian HVAC and construction codes.

SKILLS AND ABILITIES: Must have the ability to perform all common HVAC functions including electrical installations, combined with appropriate credentials. Interpersonal skills including the ability to communicate, work within a team environment, assume and share leadership and support roles are critical to successful job performance. Must have a working knowledge of computer usage including Windows, Word and Excel. *Testing may be conducted to determine qualifications.*

SUBMIT APPLICATION TO

Email: recrutamentosaopaulo@state.gov with vacancy title; or

Mail: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP;

CLOSING DATE FOR THIS POSITION: Friday, January 17, 2014

TRADUÇÃO LIVRE

O Escritório de Recursos Humanos do Consulado Geral dos Estados Unidos em São Paulo está procurando candidatos para o cargo de Encarregado de Refrigeração para trabalhar no Departamento de Manutenção.

Início do recebimento de currículos: segunda-feira, 06 de janeiro de 2014

Último dia para receber currículos: sexta-feira, 17 de janeiro de 2014

Data prevista para admissão: Imediatamente, após o processo de seleção

Jornada de trabalho: Período Integral, 40 horas semanais

Grade salarial: FSN-5 R\$ 34,036 ao ano

DESCRIÇÃO FUNCIONAL RESUMIDA:

O Encarregado de Refrigeração realiza trabalhos nas áreas de Aquecimento, Ventilação e Ar Condicionado - AVAC. Atua como encarregado de projetos relacionados à manutenção e algumas áreas da construção civil.

PRINCIPAIS FUNÇÕES E RESPONSABILIDADES

- Realiza trabalho de AVAC a nível profissional e supervisiona o trabalho de outros técnicos de AVAC de acordo com os códigos AVAC dos Estados Unidos e do Brasil. Como profissional de AVAC, deverá ter conhecimento em instalações elétricas (fiação) monofásicas e trifásicas, bem como em controles eletrônicos.

- Responsável pela instalação de ar condicionado, unidades de refrigeração, unidades de ventilação, sistemas de aquecimento e controles elétricos em todos os imóveis do governo, próprio e alugado. Instala e orienta na instalação de chillers, aquecedores, ventiladores, equipamento de ar condicionado.

- Deve ser capaz de selecionar corretamente e definir os requerimentos de estoque e de compra de equipamentos AVAC, gases de refrigeração, ferramentas e componentes

relacionados a atividades de manutenção e instalação. Responsável pela seleção, instalação e conexão de tubos de PVC ou cobre, pela utilização de materiais de brasagem que sejam livre de cobre e de cádio, utilização de juntas, selantes e isolantes livres de amianto. Deve analisar o local de trabalho, preparar relação de listas de materiais, e determinar as ferramentas e pessoal necessário para executar os projetos de climatização complexos de forma rápida e eficiente.

- Atua como Encarregado de Projeto, distribuindo tarefas e assegurando garantia de qualidade para todos os projetos de manutenção, incluindo trabalhos na área de construção. Prepara escopos de trabalho, projetos conceituais, esboços de trabalho e listas de materiais para projetos de AVAC. Analisa as licitações de empresas terceirizadas e faz recomendações ao Supervisor de Manutenção, no que diz respeito ao mérito técnico, custos, confiabilidade e capacidade das empresas terceirizadas para realização dos projetos de AVAC. Executa trabalhos de manutenção preventiva e preditiva em nível altamente qualificado.

- Responsável pelo treinamentos dos técnicos de climatização dos funcionários do consulado sobre técnicas e práticas de instalação de AVAC, de acordo com as práticas e em conformidade com os códigos norte-americanos e brasileiros. Atua como chefe de segurança de AVAC, garantindo que os equipamentos e práticas de segurança sejam utilizados para evitar quedas, acidentes e eliminar os riscos de segurança de acordo com as práticas de SHEM. Conduz veículos de manutenção para transportar ferramentas, equipamentos e materiais para os locais de trabalho. Ocasionalmente será responsável pelo dinheiro para compra de materiais diversos a serem usados nos projetos de manutenção. Auxilia outros funcionários do departamento na realização de qualquer atividade de construção ou manutenção. Executa outras funções que lhe forem atribuídas.

REQUISITOS BÁSICOS PRINCIPAIS:

Educação – Ensino Médio completo. Cursos técnicos profissionalizantes em aquecimento, ventilação, ar condicionado e elétrica.

Experiência profissional - Experiência industrial como técnico em aquecimento, ventilação e ar condicionado. Experiência em ar condicionado/refrigeração residencial, e experiência como supervisor.

Idiomas - Nível 4 de Português (Conhecimento fluente) é necessário.

Conhecimentos - O titular deve ter conhecimento profissional completo da área de aquecimento, ventilação e ar condicionado (AVAC), incluindo sistema aplicável AVAC brasileiro e códigos de construção.

Aptidões e habilidades – Deve possuir habilidade para executar todas as atividades comuns relacionadas a AVAC, incluindo instalações elétricas, combinado com as credenciais apropriadas. Habilidades interpessoais, incluindo aptidões e métodos de comunicação para trabalhar em um ambiente de trabalho em equipe, assumindo e compartilhando liderança e funções de apoio, fundamentais para a conclusão satisfatória das tarefas. Conhecimentos práticos do uso do computador, o que inclui

Windows, Word e Excel. *Alguns testes podem ser solicitados para determinar qualificações.*

Interessados, favor enviar o currículo para:

Departamento de Recursos Humanos

Email: recrutamentosaopaulo@state.gov com o título da vaga; ou

Endereço de Correspondência: Rua Henry Dunant, 700, CEP: 04709-110, Chácara Santo Antonio, SP/SP; ou

PRAZO FINAL PARA O RECEBIMENTO DE CURRÍCULOS:
sexta-feira, 17 de janeiro de 2014

SELECTION PROCESS

When fully qualified, U. S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application. U.S. Veterans should send a copy of their DD-214 with the application package in order to be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply. **Please submit your most recent Employee Performance Report (EPR).**
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae **In English** that provides the same information found on the UAE (**see Appendix B**). **We will not/not accept any applications that are not submitted in English; or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

CLOSING DATE FOR THIS POSITION: Friday, January 17, 2014

The US Mission in Brazil provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: E. Branco

Cleared: P. Bottse

Approved: R. Murphy

E. Gohoure

Appendix A

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126, Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

This email is UNCLASSIFIED.